

## Essential Editing Skills: Creating Clarity

Wednesday 2 July and Thursday 3 July 2008 in Canberra  
9.30 a.m. – 4.30 p.m.

Training Room 3/4, 4<sup>th</sup> Floor, National Library of Australia, Parkes Place West

**Presented by Patricia Hoyle, freelance editor and training consultant**

With over 15 years' experience writing and editing corporate and government documents, Patricia regularly conducts training for the APA in Sydney and in Canberra.

### Participants' feedback from the workshops in 2007 at the NLA:

*"Patricia is an excellent and knowledgeable presenter – well organised, professional, helpful and clear."*

*"There was a variety of activities and great use of group work. I never felt tired, overloaded or lost in the subject matter."*

*"The handouts were excellent. Invaluable revision of the key matters relating to editing & proofreading."*

### What you will be able to do at the end of this 2-day workshop:

**[Please note:** On Day 2 of the workshop, you will have the opportunity to work on an editing project from your workplace - individually, or in small groups.]

- Identify the tasks of editing and proofreading
- Identify the key elements of English grammar, enabling you to identify and correct common grammatical errors
- Correctly use the major punctuation marks in relevant, up-to-date ways
- Appropriately use quotation marks, italics, hyphens and dashes
- Appropriately and correctly use active and passive voice
- Correctly structure paragraphs and lists
- Translate negative language into positive
- Identify and revise inappropriate tone
- Identify the difference between formal and informal usage
- Edit wordy text for clarity and conciseness
- Revise text to suit a particular audience
- Identify and correct commonly misused words
- Create a style sheet
- Mark up a document using standard proofreading symbols.

### **Special offer: Individual mentoring**

As a participant, you will be offered a 15 minute email consultation with Patricia to discuss any questions or issues you come across back in your workplace during the fortnight following the workshop.

### How to get the most out of the workshop:

To get maximum value from this workshop, we recommend you bring an editing project from your workplace.

On Day 2 of the workshop you will have the opportunity to work on this project individually, or in small groups. Patricia will be available to consult with you on any issue of concern. For this exercise, you are welcome to bring your own self powered laptop.

If you do not have a project to work on, Patricia will supply sample materials.

### Who should attend?

- Those who have not had formal editing training but who edit or proofread either their own, or others', work.
- Those who have been working in an editorial role for some time but would like a refresher.

### Dates, venue and times:

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Training Room 3/4, 4<sup>th</sup> Floor, National Library of Australia

Parkes Place West, Parkes ACT 2600

Phone: (02) 6262 1111

Free parking is available in the Library car park and neighbouring parking areas.

### Cost for two day workshop (inc. GST):

\$510 APA, ABA, Galley Club, Society of Editors & Society of Authors members

\$660 Non-members

### Catering:

Lunch is not included in this workshop. Morning and afternoon refreshments are included.

## TO REGISTER

**Please book by 18 June**

Numbers are strictly limited to 15.

Registrations with payment will be taken in the order received.

Fill in the registration form/tax invoice at

[http://www.publishers.asn.au/training.cfm?doc\\_id=478](http://www.publishers.asn.au/training.cfm?doc_id=478)

fax to 02 9281 1073 FAO Dee Read

or

email to [dee.read@publishers.asn.au](mailto:dee.read@publishers.asn.au)

**For more information** please email Dee Read, Industry Professional Development Manager  
or phone **02 9281 9788**